

**Exterior Landscape Maintenance Services
Robert B. Atwood Building**

Specific Schedule of Work

1. General Spring Clean up of Parking Lots will include:
 - a. Remove dead shrubs and trees and replace with hardy shrubs.
(Please list suggested shrubs intended to be planted)
 - b. Add topsoil to flower beds and plant annual flowers to designated concrete planter boxes (planters in parking lot bounded by F & G streets and 7th & 8th Avenues and parking lot of 8th Avenue and E Street.
2. May 1 – May 15 Spring Season

Plaza

 - a. Aerate lawn as needed to promote healthy lawn condition.
 - b. Thatch/Rake lawn and remove all dead grass, leaves, trash and foreign materials.
 - c. Remove dead plants and dead plant materials.
 - d. Prune dead limbs from bushes and trees and paint cuts with tree paint.
 - e. Clean flower beds and landscaped areas of weeds and trash. Fertilize flowerbeds and plant flowers as soon as weather conditions permit and healthy flowers are assured. Flowers planted should be of good growth and not seedlings.
 - f. Beds with wood chips/bark/gravel are to receive a thorough cleaning to remove leaves and debris and are to receive a 1-inch top dressing to enhance appearance.
 - g. Have soil tests taken before liming and fertilization. Apply lime and fertilizer to lawn as required and water immediately so as to avoid damage to grass and plants.
 - h. First cutting of lawn to a height of 2 to 2 ½ inches.
 - i. All soil beds are to be cultivated, weeded and hand edged.
 - j. Sweep all dirt and debris resulting from performance of Contractor's duties off asphalt and concrete areas.
3. Prior to June 1st, for plaza and tree area, Provide Owner's Representative with:
 - a. List of dead or dying shrubs and trees.
 - b. Map of grounds indicating location of dead and dying shrubs and trees.
 - c. List indicating type and size of replacement shrubs and trees.

- d. Detailed estimate of labor and materials to complete the recommended replacement.

4. May 15 – September 30 / Summer Season

PLAZA

- a. Mow and trim lawn as required to keep the height of the grass 2 to 2 ½ inches. Contractor will immediately remove all grass clippings.
- b. Each mowing, Contractor will edge lawn areas where they meet the curb, driveways, or sidewalks so as to maintain a neat and even line.
- c. Maintain the shape of shrubbery and trim hedges as required to maintain an even shape.
- d. Clip grass adjacent to trees, shrubs, walls and other obstacles as required to maintain a height of 2 to 2 ½ inches and remove grass clippings.
- e. Apply fertilizer to lawn areas at least twice per season (including spring application) and water as recommended by fertilizer manufacturer. Apply additional fertilizer as necessary to promote proper grass color and growth. Fertilize flowerbeds every 21 days with soluble fertilizer, approved for the purpose.
- f. Re-seed damaged lawn areas to ensure germination and growth. Newly seeded areas will be hand weeded and kept weed free until new grass is established. Seeding of winter and spring damaged areas will be completed before June 1st.
- g. Remove exposed rock in lawn areas; fill holes with dirt and seed as needed. Lawn will be kept free of loose, non-ornamental rocks and stones at all times.

ALL AREAS

- a. Apply sufficient water to lawn area, shrubs and flowerbeds, planters and shrubs in plaza and parking lots and tree area. Contractor will apply water only as fast as the soil will absorb it and will not apply excess water, which will cause undesirable soil erosion. Contractor will not allow water to spray on building windows or parked cars.
- b. Keep flowerbeds and landscaped areas free of weeds, faded blooms, leaves and grass clippings at all times.
- c. Spray and otherwise treat trees and shrubs as required to protect against or eliminate insects.
- d. Sweep all dirt and debris, resulting from the performance of the Contractor's duties, from all asphalt and concrete surfaces.

- e. Ensure that bark chips and gravel in landscaped areas maintain a neat, uniform appearance.
- f. Monitor asphalt and concrete areas and apply herbicides, in a safe manner and as needed to maintain a weed free condition.
- g. Monitor grates around trees on West, North and East side of building to ensure weed free condition.

5. September 30 Onward - Fall Season

All Areas:

- a. Ensure all leaves and debris are removed from the grounds.
- b. Continue to mow the lawn pursuant to the summer schedule until growth is stopped by frost.
- c. Pruning – dormant removal of unwanted growth.
- d. Apply anti-desiccants, tree wrap, and other wintering materials as needed to ensure growth in the upcoming spring season.